



**DEPARTMENT OF THE NAVY**  
**NAVY PERSONNEL COMMAND**  
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From: Commander, Navy Personnel Command  
To: Distribution

Subj: POLICY ON CUSTODY RECLASSIFICATION PROCEDURES AT NAVY  
SHORE BRIGS

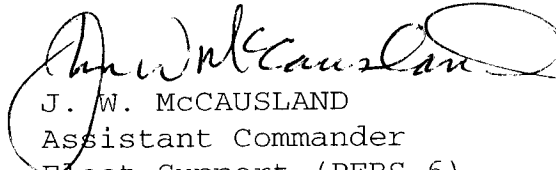
Ref: (a) SECNAVINST 1640.9B, 2 Dec 96  
(b) OPNAVINST 1640.7A, 5 Feb 93

Encl: (1) Guidelines for Custody Reclassification Reviews at  
Navy Shore Brigs

1. Purpose. To provide Navy shore brigs with supplemental guidance on reclassification of pretrial and post-trial prisoners.
2. Background. The requirement to retain prisoners with longer sentences necessitates our review of policy and procedures on frequency of review. The intent of classification is for custody levels to be the least restrictive required to maintain appropriate security and also to separate unsophisticated prisoners and detainees from more criminally-oriented individuals. DON reclassification procedure, per reference (a), is general and identifies completion of the reception process as the only required reclassification trigger. Reference (b) is Navy specific and establishes additional timeframes for custody classification and reclassification reviews.
3. Policy. Custody classification for pretrial and post-trial prisoners in Navy shore brigs shall be accomplished in accordance with guidelines provided in enclosure (1).
4. Applicability. This policy applies throughout the Navy shore corrections system and is applicable to all eligible pretrial and post-trial prisoners, regardless of Service branch.
5. Implementation. This policy is effective immediately. The above policy and guidelines shall be coordinated for inclusion in the next change to references (a) and (b). As an interim measure, a file copy of this letter shall be retained with references (a) and (b).

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6. The point of contact for further information is Mr. Charles Shelton, PERS-6811, at (901) 874-4459, DSN: 882, email: charles.shelton@navy.mil.



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Distribution:  
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**GUIDELINES FOR CUSTODY RECLASSIFICATION REVIEWS  
AT NAVY SHORE BRIGS**

<b>CUSTODY RECLASSIFICATION REVIEW CRITERIA</b>	<b>PRETRIAL</b>	<b>POST-TRIAL</b>
At completion of orientation or upon change in legal status	Maximum Custody	All
Every 30 days	Maximum Custody	Maximum Custody
Initiated by staff recommendation to change custody classification to a higher/more restrictive level based on identification of risk/salient factors and/or management problems (e.g., MDI to MAX)	Medium-in Custody	All except maximum custody
Initiated by staff recommendation to change custody classification to a lower/less restrictive level based on performance or risk/salient factors (e.g., MDI to MDO)		All except installation custody
Quarterly		Medium-in, or those with sentences of 1 year or less
Semi-annual		All with sentences of 1 to 3 years
Annual		All with sentences over 3 years